

TOMPKINS COUNTY CLERK

2018 Annual Report



Maureen Reynolds, County Clerk

Alanna Congdon, Deputy County Clerk

Roxanne Iacovelli, Deputy County Clerk (DMV)

www.tompkinscountyny.gov/cclerk
www.tompkinscountyny.gov/dmv



Welcome to Ithaca and Tompkins County!

The **Tompkins County Clerk's Office** is located in the Tompkins County Courthouse at 320 N. Tioga St. and the **Department of Motor Vehicles** is conveniently located at 301 Third Street in the Hancock Plaza.

Both offices are known for our fast-moving lines, quick turnaround of documents, friendly and helpful staff, and ease of access – either in person or online. Our goal is to provide excellent service to our customers.

- Need a copy of your deed?
- Renewing your driver's license?
- Transferring a pistol permit?
- Planning to travel abroad and need a passport?
- Need a notary?
- Starting a business?
- Have a question about court records?
- Researching your family history?

How may we help you?



Maureen Reynolds, Tompkins County Clerk

County Clerk Staff:

Maureen Reynolds, County Clerk
Alanna Congdon, Deputy County Clerk
Rachel Graham, Administrative Recording Clerk
Regina Genung, Principal Recording Clerk
Coral Ough, Principal Recording Clerk
Dawn Cowles, Senior Recording Clerk
Kimie Searles, Senior Recording Clerk
Paul Moreno, Recording Clerk
Nathaniel Ferriss, Information Aide
Douglas Smith, Mail and Records Clerk

320 N Tioga St, Ithaca, NY

DMV Staff:


Roxanne Iacovelli, Deputy County Clerk
Julie Seely, Motor Vehicle Bureau Supervisor
Keri Porter, Senior Motor Vehicle Examiner
Ann Fowler, Senior Motor Vehicle Examiner
Jason Trabucco, Senior Motor Vehicle Examiner
Jamie Staple, Motor Vehicle Examiner
Currently Vacant, Motor Vehicle Examiner
April Palmer, Motor Vehicle Examiner
Stacey Hair, Motor Vehicle Examiner
Alyssa Ernst, Motor Vehicle Examiner

301 Third St, Ithaca, NY

COUNTY CLERK/DMV

2018

Our mission is to provide exceptional customer service for the public, be it at DMV or the County Clerk's Office, while generating revenue for the County in order to reduce the property tax burden.



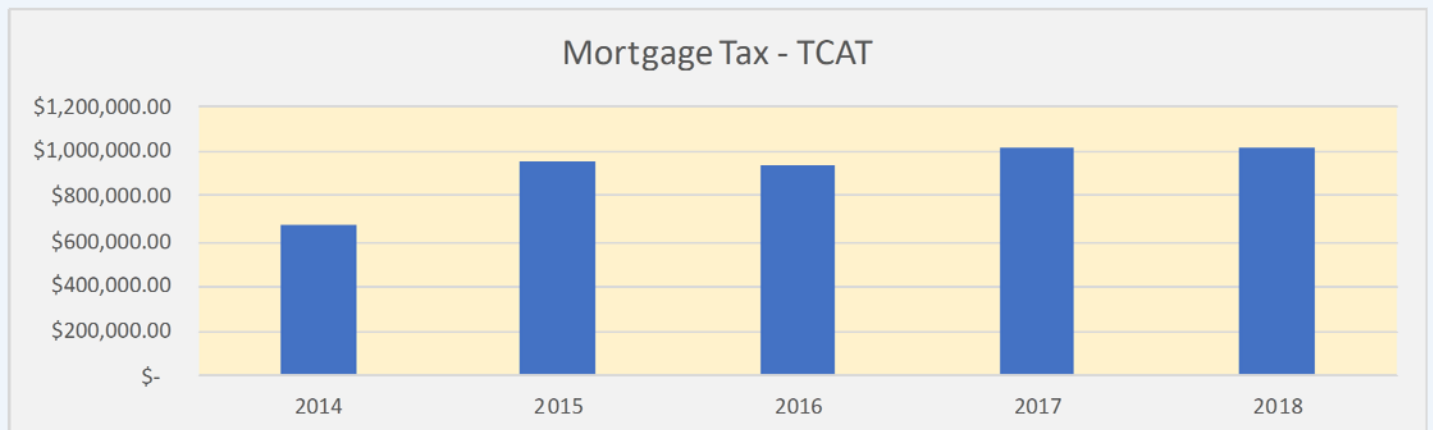
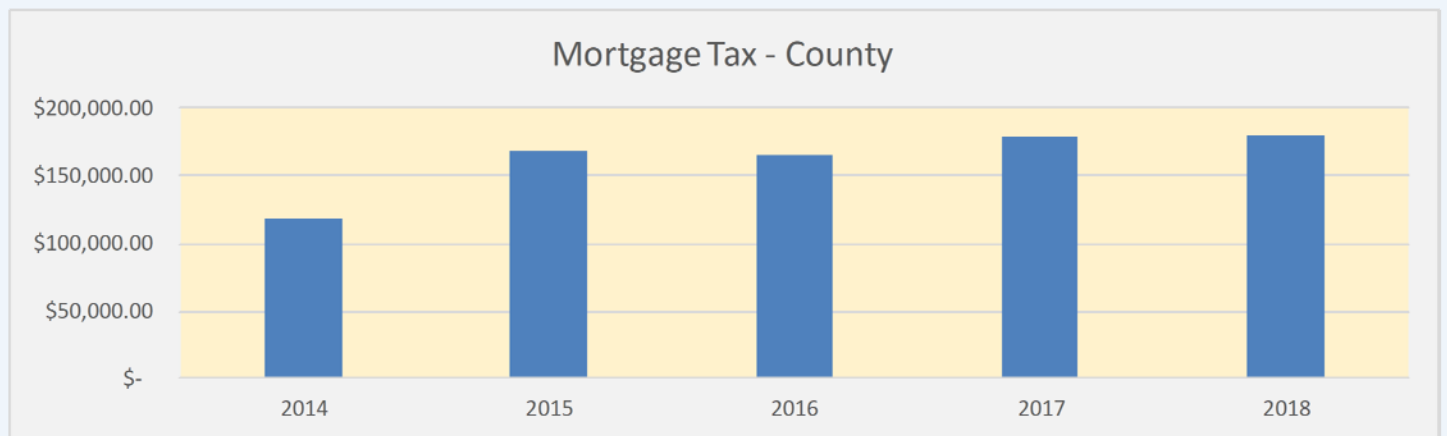
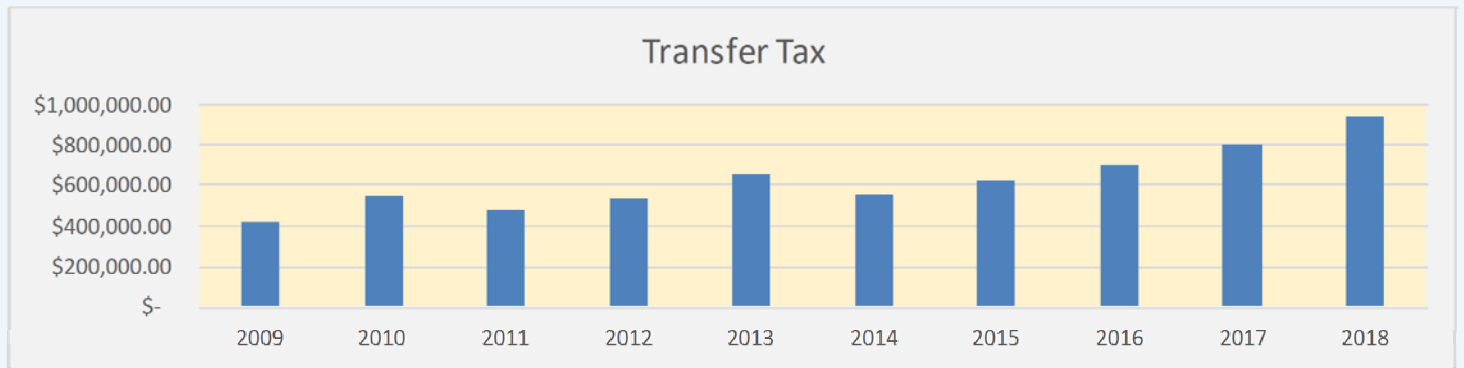
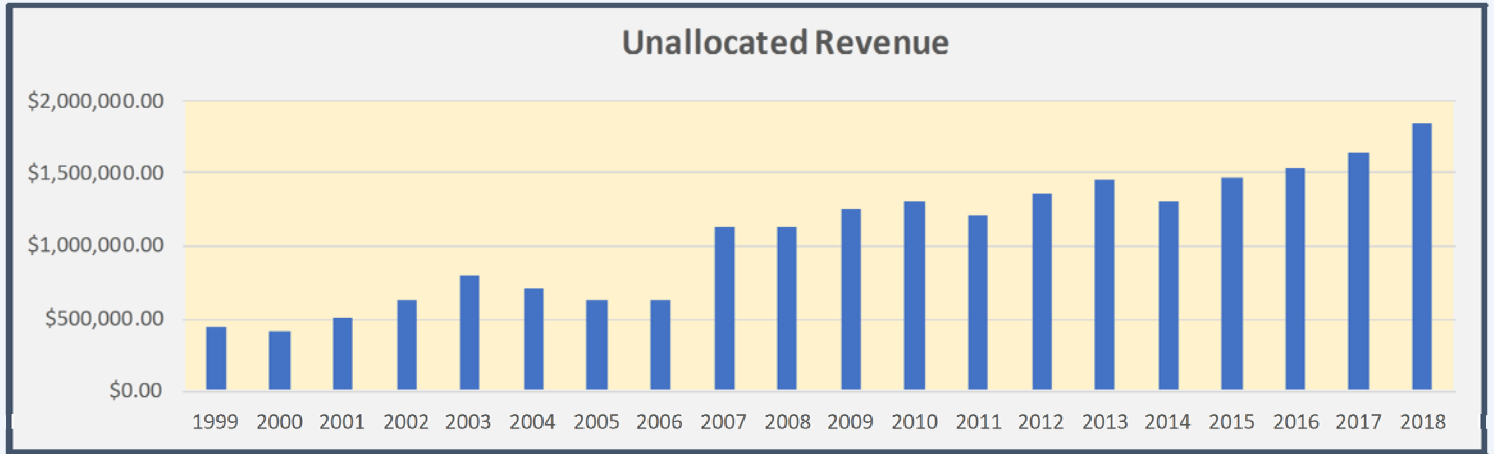
County Clerk Fees Collected:

- ♦ Fees for the County's Unallocated Revenues in the amount of \$1,846,157.63 (\$944,390) of which is from the transfer tax fee).
- ♦ \$307,161 in reimbursement from the state for expenses incurred for processing mortgages.
- ♦ \$9,192 for the records management department through a per document fee.
- ♦ DWI fines for STOP DWI in the amount of \$27,208.
- ♦ \$2,080,491 in mortgage tax for all of the towns, villages & City of Ithaca.
- ♦ \$1,020,879.31 in mortgage tax for TCAT
- ♦ \$180,155.23 in mortgage tax for Tompkins County
- ♦ \$3,305,649.49 in fees & taxes for different state departments (Dept. of State, SONYMA, Dept. of Taxation & Finance, NYS ORPS, & Office of Court Administration).

DMV Fees Collected:

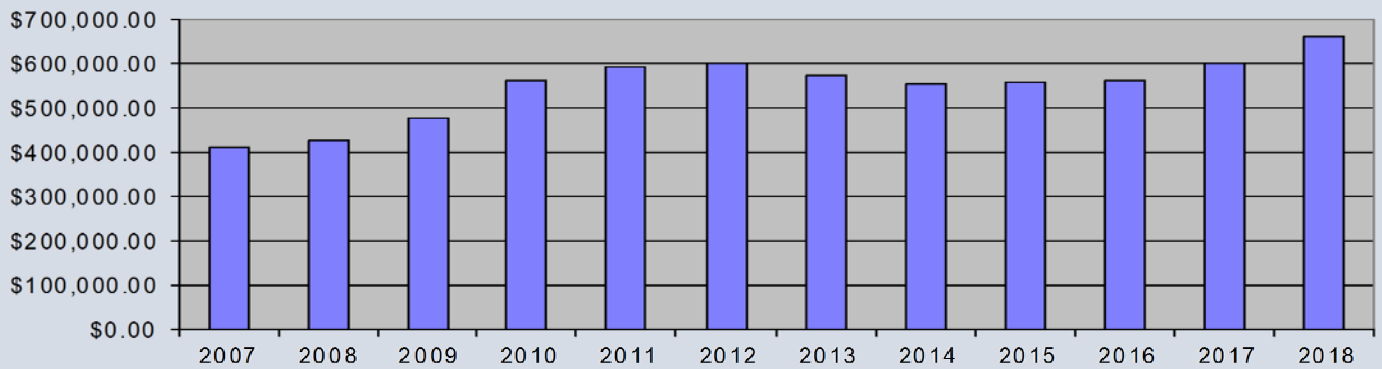
- ♦ \$659,862.40 in clerk's retention fees.
- ♦ \$138,125 in motor vehicle use fee.
- ♦ \$1,594,771.13 in sales tax for the state.
- ♦ \$5,065,508.80 in DMV fees for the state.
- ♦ \$342,372.50 in DMV use fee for the county.
- ♦ \$19,420.63 in internet sharing revenue

2018 County Clerk Revenues

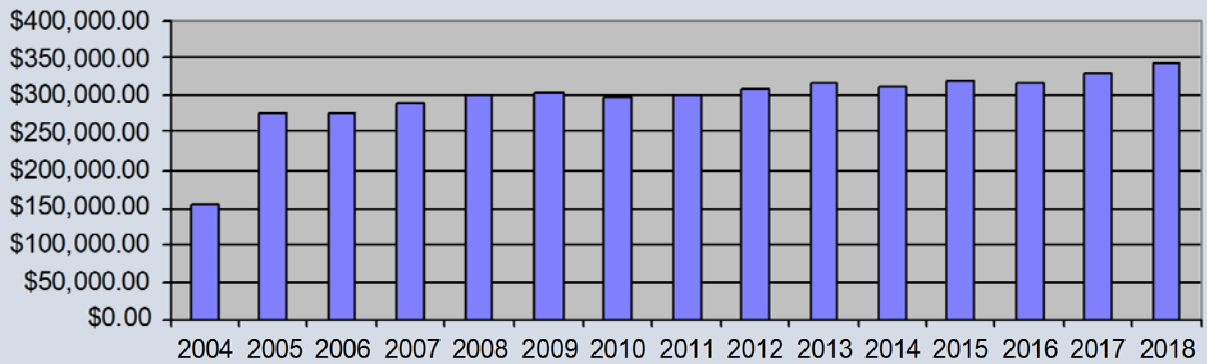


2018 DMV Revenues

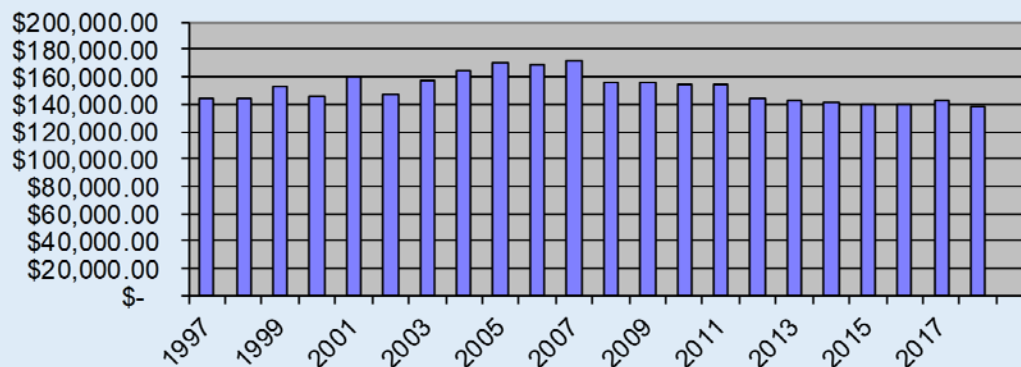
DMV Clerk Fees



DMV Use Fee - County \$ - D Fund



DMV Use Fee



TOMPKINS COUNTY CLERK

2018 HIGHLIGHTS

In 2018, we held 4 naturalization ceremonies and welcomed 102 new citizens to Tompkins County.



Assisted 1390 customers obtain US Passports.



TOMPKINS COUNTY CLERK

2018 HIGHLIGHTS

Commemorated Organ Donation month in April. Tompkins County has the highest rate of organ donation in NYS—over 50%!



Give thanks. Give life.

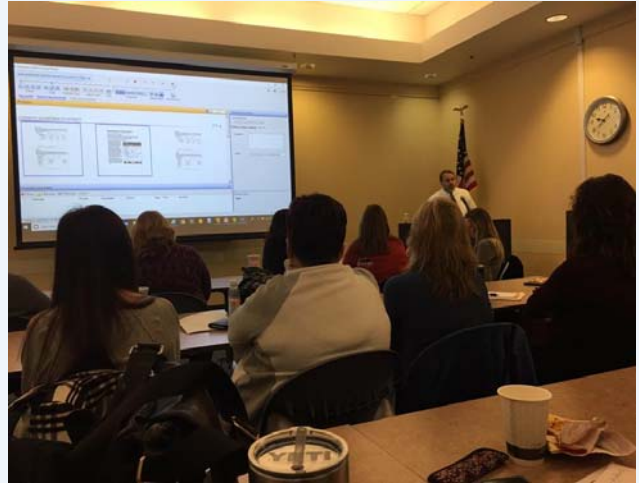
**April is Organ
Donor Month –
Please Sign Up to
Become an Organ
Donor!**



TOMPKINS COUNTY CLERK

2018 HIGHLIGHTS

Presented educational sessions to our shared services Laserfiche group—TSSERR.



Presented our shared services projects and electronic record solution across NYS and the country.



E-FILING AND E-RECORDING

2018 HIGHLIGHTS

You are here: [Home](#) > [County Clerk Home](#)

Tompkins County Clerk

County Clerk

[Home](#)

Services:

[Civil](#)

[Criminal Records Request](#)

[Land](#)

[Naturalization](#)

[Pistol Permits](#)

[F.A.V.O.R.](#)

[Passports](#)

[Business Certificates](#)

[Other](#)

In the News

[Motor Vehicles \(DMV\)](#)

[T.S.E.R.R. \(Shared Services
Electronic Records Repository\)](#)

[Online Records Search](#)

[Laserfiche Public Portal](#)



County Clerk
Maureen Reynolds

[Email the County Clerk](#)

Have questions?
Chat with us!

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How may we help you?






Maureen Reynolds, Tompkins County Clerk

Increased our electronic business while decreasing our paper, telephone, and in-person business:


- ⇒ Chatted online with 249 customers
- ⇒ Received 852 E-filed civil cases, up from 280 in 2017 & 221 in 2016
- ⇒ Received 384 paper civil cases, down from 761 in 2017 & 852 in 2016
- ⇒ Received 1525 E-Recorded land documents, up from 1394 in 2017 & 1259 in 2016
- ⇒ Received 7375 paper recordings for land documents, down from 8890 in 2017 & 9225 in 2016
- ⇒ Made our public records available on our website—for free!

COUNTY CLERK/DMV SOCIAL MEDIA

 Tompkins County Clerk

 Maureen Home    

Page Inbox Notifications 10 Insights Publishing Tools Settings Help ▾



Tompkins County Clerk
Create Page @Username

Home

About


Photos

Reviews

Videos

Posts


Community



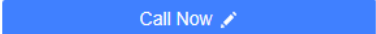


Maureen, Bring Your Tompkins County Clerk Team Together

Workplace by Facebook helps coworkers connect to share ideas. Free and unlimited groups, messaging, calling and storage. Built for business.

Get Workplace for Free



 Liked ▾  Following ▾  Share ... 

 Tompkins County DMV

 Maureen Home    

Page Inbox Notifications Insights Publishing Tools Promotions Settings Help ▾



Tompkins County DMV
Create Page @Username

Home

About



 Liked ▾  Following ▾  Share ... 

RECORDS MANAGEMENT

2018

TSSERR

Home

Contact Information

SHARED SERVICES ELECTRONIC RECORDS REPOSITORY
320 N. Tioga St.
Ithaca, NY 14850
(607) 274-5431
[Email Us](#)
[View Full Info and Map](#)

TSSERR

Tompkins Shared Services Electronic Record Repository

Laserfiche
Run Smarter

Tompkins Shared Services Electronic Records Repository (TSSERR) - is a group created to provide, oversee and coordinate shared records management within Tompkins County

[Agendas](#)
[Minutes](#)
[By-Laws](#)
[Group Agreement](#)
[Shared Data Systems Policy and Procedure - Draft](#)

Presentations

[NYCOM](#) [NACRC](#) [NYSACC 2016-01](#)

Presentation from Laserfiche Conference January 2014:
[Tompkins County: Transparent Records Management in Action](#)

Panel discussion from Laserfiche Conference January 2015:
[Records Management Panel: Aligning IT and Records Managers to Meet Challenges and Demands](#)

Laserfiche
Every individual success is a TSSERR group effort!
Alan K

- ◆ Continued scanning the minutes, court records and building permits for the TSSERR partners
- ◆ Completed a NYS Archives grant to scan the partners large format maps
- ◆ Worked with all county departments to institute “born-digital” protocols and scan their old paper files into Laserfiche
- ◆ Completed work with Cortland County— a Dept. of State Municipal Restructuring Fund grant—to scan and host their records in our Laserfiche repository. We will also be installing a direct fiber connection between each of the county’s (Cortland & Tompkins) server rooms for disaster recovery.
- ◆ Implemented mandatory e-filing for Supreme and County Court civil cases
- ◆ Our Laserfiche Shared Services Solution has been highlighted in 25 tech publications

SHARED SERVICES

2018 HIGHLIGHTS

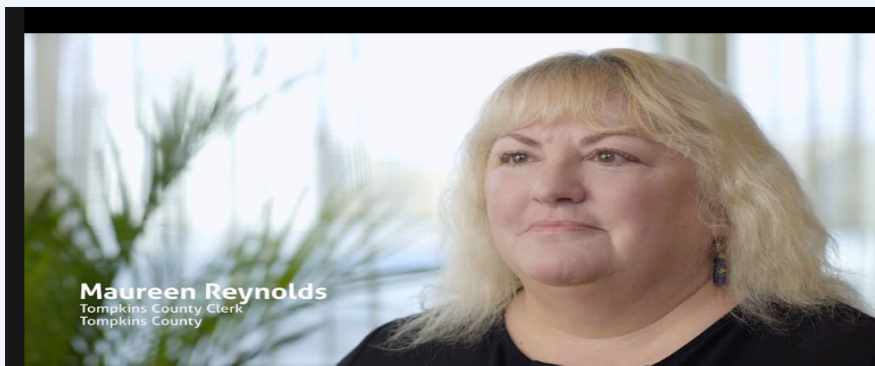


Held multiple Laserfiche user groups and educational sessions.

We are shared services!



Currently hosting Laserfiche for all Tompkins County municipalities, majority of County Departments, - and now for Cortland County & five of their towns!



DEPARTMENT OF MOTOR VEHICLES

2018 HIGHLIGHTS



Keep Your DMV Money Local!

Get your registration or DMV documents quicker and keep your taxes down by coming to our office.

Did you know that every time you send back your DMV documents in the pink envelope provided by NYS DMV, you are in fact sending your DMV money to Albany?

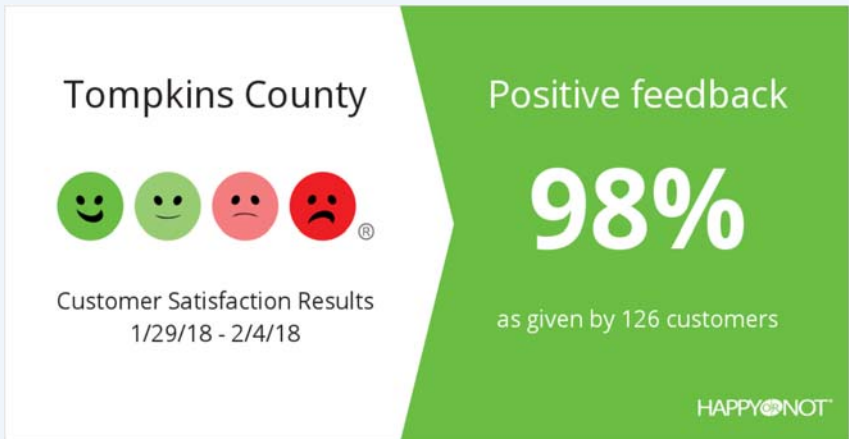
Did you know that 12.7% of all transactions that come across our counter at DMV support your local economy? When you renew with the Utica address on your renewal, we receive **no money** to help offset the property taxes.

Please make the commitment to keep your DMV money local by doing business directly with our local office. In the future when you receive your DMV renewal, please remember to visit our convenient location in the Hancock Street Plaza or mail it to our address: 301 Third Street Ithaca, NY 14850.

Please think the next time you receive your pink renewal envelope in the mail and choose to keep your money working here at home.

DEPARTMENT OF MOTOR VEHICLES

2018 HIGHLIGHTS



How helpful were our staff today?



93%
11,939
resp.



4%
500 resp.



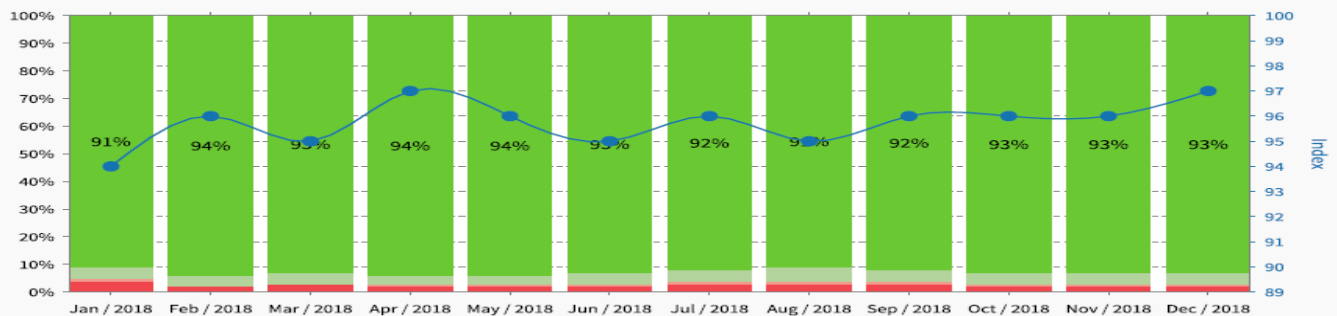
1%
99 resp.



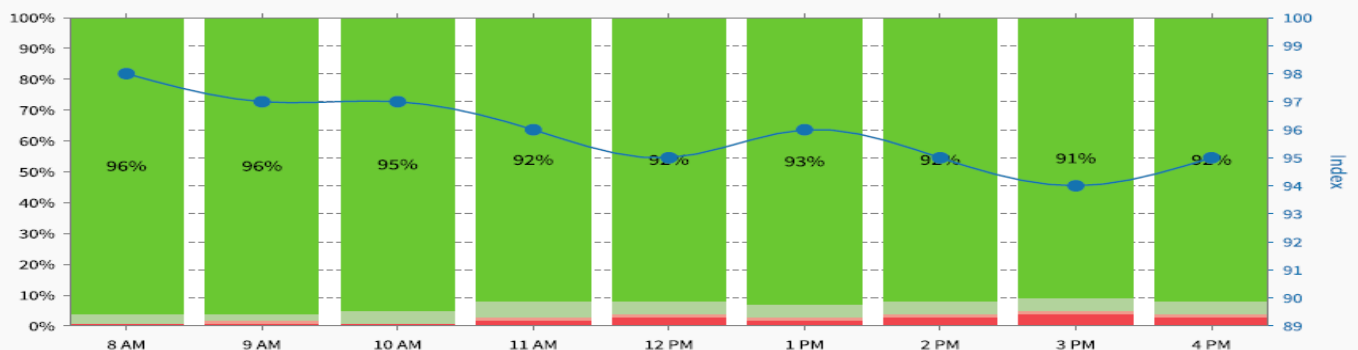
2%
310 resp.

Index: 96.0
Responses: 12,848

Monthly distribution



Hourly distribution



DEPARTMENT OF MOTOR VEHICLES

2018 HIGHLIGHTS

REAL ID License

REAL ID LICENSE, PERMIT, & ID

Do You Have the Right Documents?

Social Security Card & 2 Proofs of NYS Residency &

☒ Valid U.S. Passport



OR

☒ U.S. Birth Certificate &

☒ 4 Additional Documents:
Utility Bill,
Credit / Debit Card,
Pay Stub, Marriage
Certificate, etc.





OR

☒ Valid Foreign
Passport or
Green Card &

☒ 1 Additional
Document

> Learn more at [DMV.NY.GOV/REALID](https://dmv.ny.gov/realid)

ALL DOCUMENTS MUST BE **ORIGINAL**. PHOTOCOPIES ARE **NOT** ACCEPTABLE.

Document Type	Enhanced (EDL)	Federal REAL ID	Standard*
Displayed on document			NOT FOR FEDERAL PURPOSES
Boarding a domestic (U.S.) flight (starting October 2020)	X	X	
Entry into a Federal Building or Military Base	X	X	
U.S. Border Crossing from Canada, Mexico, some Caribbean countries	X		

Former Seneca Army Depot Bunkers



CLOSE-UP AERIAL VIEW OF BUNKERS



BUNKER EXTERIOR - BEFORE AND AFTER



BUNKER MECHANICAL ROOM



BUNKER INTERIOR - BEFORE AND AFTER



Tompkins County Clerk's Office - Annual Report for 2018

The following represents funds collected during 2018 in the County Clerk's Office and the DMV.

Records Management (1460.42770):	\$	9,192.00
County Clerk Coversheets (1410.42770):	\$	40,425.00
County Transfer Tax (9999.1189):	\$	944,390.00
DMV Clerk's Fees (1411.41255):	\$	659,862.40
STOP DWI (4250.2615):	\$	27,208.00
New Mortgage Tax - TCAT portion (5630.41188):	\$	1,020,879.31
85%		
New Mortgage Tax - County portion (5630.41187):	\$	180,155.23
15%		
County Clerk's Fees (9999.1255):	\$	901,767.63
Comptroller's Expenses (1310.41230):	\$	20,000.00
Clerk's Mortgage Tax Expenses (1410.41255):	\$	288,753.32
DMV Use Fee (1411.41256):	\$	138,125.00
DMV Use Fee (to General Fund):	\$	342,372.50
DMV Internet Revenue Sharing:	\$	19,420.63
Misc Revenue:	\$	67,685.19
State Grants:	\$	18,437.00
Total Collected for Tompkins County:	\$	4,678,673.21
Mortgage Tax Collected for City, Towns and Villages:	\$	2,080,490.62
Office of Court Administration:	\$	310,864.53
Transfer Tax:	\$	1,529,890.00
Dept. of Education:	\$	174,648.00
Real Property:	\$	266,731.00
SONYMA:	\$	1,008,122.96
Mortgage Tax for Other Counties:	\$	3,213.00
Notary:	\$	12,180.00
DMV Sales Tax:	\$	1,594,771.13
DMV Fees:	\$	5,065,508.80
Total Collected for NYS:	\$	9,965,929.42
Total Collected:	\$	16,725,093.25